

# Orange East Supervisory Union

## Employee Frequently Asked Questions

Updated March 18, 2020

<b>Will I still get paid during the school closure?</b>	Per the most recent guidance from the Agency of Education and the Vermont Governor, employees of schools will continue to get paid through at least April 3, 2020.
<b>How will hourly employees be treated during the school closure?</b>	Hourly employees will be paid during the school closure through April 6, 2020 for all scheduled work days.
<b>How do I report my time as an hourly employee (FOB system)? <i>BMU ONLY</i></b>	<p>You should log into your FrontLine Time &amp; Attendance account at least once per week to record your time.</p> <p>Record your time as your normal hours you would work if you were at school unless you worked more/less than normal (see paid time off questions below for more information).</p>
<b>What if I do not have direct deposit?</b>	Checks will be mailed to those individuals who do not have direct deposit. You will not be able to come to the school or central office to pick these up, so please ensure you are checking your mail.
<b>Are my benefits impacted by school closings?</b>	No, your benefits will continue as they would if you were still working, regardless of the number of hours that you work.
<b>What if I am sick or a family member is sick?</b>	<p>Under current CDC and VDH recommendations, please stay home, follow doctor's orders and notify your supervisor or Building Administrator. If you are able to fulfill your duties remotely, please continue to do so.</p> <p>If you are not able to complete any of your responsibilities, please use FrontLine to input your absence as you would if you were not coming to school or missing a partial day of work. If your illness progresses more than 3 days, please follow the instructions for FMLA and contact Human Resources.</p> <p>The thing to remember here is to communicate with your supervisor or Building Administrator as often as possible.</p>

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<b>What if I am already on FMLA?</b>	Human Resources has been making every effort to individually contact employees on FMLA. The school closings may allow you to consider intermittent FMLA. This is an individual discussion and decision between you and Human Resources. Please ensure that you are checking your e-mail.
<b>Am I required to use paid time off during the school closings?</b>	You are only required to use paid time off during school closings if you would otherwise have used time and are not doing remote work on a particular day. Paid time off is not required in order to receive pay unless the same circumstances apply as if you were physically working (doctor's appt, too sick to remote work).
<b>My children are home because of the daycare and school closings. Do I need to use paid time off?</b>	If you are unable to perform your responsibilities from home due to your children being home, you should use paid time off. Please enter this time into FrontLine. If you are still able to perform your work duties remotely, you would treat the day as a normal work day.
<b>When do I put time into FrontLine for paid time off?</b>	Put time into FrontLine when you would normally request time off (doctor's appointments, vacation days, etc.) or when you are physically unable to work. If you can do work remotely, do not put time into the system.  Please remember to choose "no sub needed" if you are able.
<b>Am I required to physically report to work?</b>	Some positions may have requirements to report to work (ex. custodians, food service). Your Building Administrator will be able to provide further guidance on this for your particular circumstance.
<b>Can I still attend professional development that I had already had planned/scheduled?</b>	Most professional development is being canceled/rescheduled. Please do not attend PD activities unless the PD is remote and does not involve in-person attendance. If circumstances change, we will update this guidance.
<b>Can I request new professional development opportunities?</b>	Any courses requested which would occur during the school closure will be DENIED at this time unless they are on-line/remote.

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	<p>Any courses occurring before July 1, 2020 will be considered DECISION DELAYED.</p> <p>Any courses after July 1, 2020 will be considered NO ACTION at this time. We will process these requests closer to July 1, 2020.</p> <p>If you are in need of hours for licensing renewal and need to have an activity approved for that reason. Please communicate that to your building administrator. We will only allow remote learning.</p> <p>This situation is continuing to change, so please monitor this information if you are interested in PD activities.</p>
<p><b>When will we receive contracts/letters of intent for 2020-21?</b></p>	<p>Letters of intent will be delivered to your e-mail no later than April 15, 2020 per your negotiated agreement. If you do not receive them within 1-2 days of 4/15, please contact Human Resources. Your letter will still be due back by May 5, 2020.</p> <p>If you are unable to print/return your document via a scan in e-mail, please communicate with Human Resources.</p> <p>Contracts will be issued at the time that negotiations are completed.</p>
<p><b>Can I apply for unemployment?</b></p>	<p>At this time, you will still be receiving pay per order of the state and will not be required to apply for unemployment. If that changes, we will update our communication.</p>
<p><b>I am a substitute teacher. Can I apply for unemployment?</b></p>	<p>You may or may not be eligible for unemployment. You should apply with the state and work through that process with your home state's unemployment office.</p> <p><b>Vermont:</b> <a href="https://labor.vermont.gov/unemployment-insurance">https://labor.vermont.gov/unemployment-insurance</a></p> <p><b>New Hampshire:</b> <a href="https://www.nhes.nh.gov/services/claimants/file.htm">https://www.nhes.nh.gov/services/claimants/file.htm</a></p>
<p><b>Where can I get more assistance if I am feeling stressed and</b></p>	<p>The Employee Assistance Program is still available to staff during this difficult time.</p>

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<b>overwhelmed by the current crisis?</b>	<b>Website:</b> <a href="https://www.investeap.org/">https://www.investeap.org/</a> <b>Phone number:</b> 800-287-2137
<b>Will any of the school days need to be made up?</b>	We are waiting on guidance from the Agency of Education on that point. We have been told: <i>For now, districts should proceed under the assumption these days will be counted towards the 175 or a waiver will be granted.</i>
<b>Will we need to hold school during April break?</b>	We still plan to have April break. If that changes, we will notify staff and families.